

FAQ – Frequently Asked Questions

Attorney Registration Portal

How do I access the attorney registration portal?

It can be found at: <https://registration-kard.kscourts.org>. All new attorneys must create a new user account when accessing the attorney registration portal system for the first time. Existing attorneys on active or inactive status should already have an account set up.

What if I don't remember my bar number to set up my account?

You can look up your own information by name on the online directory located on the kscourts.org website: <https://directory-kard.kscourts.org>.

What if I don't remember my username or password?

Please use the "Forgot Username" or "Forgot Password" links located on the main page of the portal before contacting the attorney registration office. When using these links, an email will be forwarded to your "account" email address. Please keep track of your username and password, to eliminate unnecessary calls or emails to the Attorney Registration office. *Passwords will now require 12 characters and expire every 180 days.*

What is the difference between "account" email address and "registration record" email address?

Your account email address is where any password reset emails or username lookups will be sent. We suggest using a personal email address as your "account" email so that in the event you change jobs and no longer have access to a business email address, you will still have access to your account email address. (*"Account" email addresses are never distributed or published anywhere.*) You can still use a business email address as your registration record contact email address.

How do I check whether I have registered and paid my annual fee?

Once annual registration opens, there will be a link on the main page of the portal, "Check My Annual Registration Status", which will display the current status of your annual registration and whether you have created an account. **Please check this before calling or emailing the attorney registration office.** You do not need to log into an individual account in order to check the status.

What information can I change through the portal?

Contact information, which includes business address and telephone/fax numbers, residence address, residence or personal telephone number, email address, as well as preferred mailing address;

- Contact information changes submitted on the attorney registration portal will also be provided to Kansas CLE, Clerk of the Appellate Courts and the U.S. District of Kansas (federal court). You can no longer submit address changes through the Kansas CLE website.

Professional liability insurance information;

Trust account information;

Admittance to other state jurisdictions;

- Other state memberships designations should only be deleted if you have been *officially* removed by the Court who issued the license in that state.

Name Change;

- Documentation will be required to upload when requesting a name change.

Nominating Commission election preference as to whether to participate and be included on any certified rosters. *Only active status attorneys may now participate and be included on any certified roster.*

Can I change any personal information through the portal?

The following information cannot be changed through the portal or when completing registration online – you will need to contact the Attorney Registration office to request a change:

- Personal information such as social security number or date of birth;
- Username for account access.

Can I change my status through the portal?

Changes to inactive or retired can be submitted online throughout the year. A change to active status, if inactive less than 2 years, can also be submitted through the portal. *See additional information regarding status changes on the Resource page under “Status Change Procedures.”*

You must contact the Attorney Registration office to request a status change to active (if on retired status or you have been inactive more than 2 years) or to reinstate a license from a suspension, so that the appropriate instructions/forms can be provided.